

AIM Reference Guide Setup and Enrollments for Students Attending Two Schools

(District Edition/MT Edition Value Added Users Only)



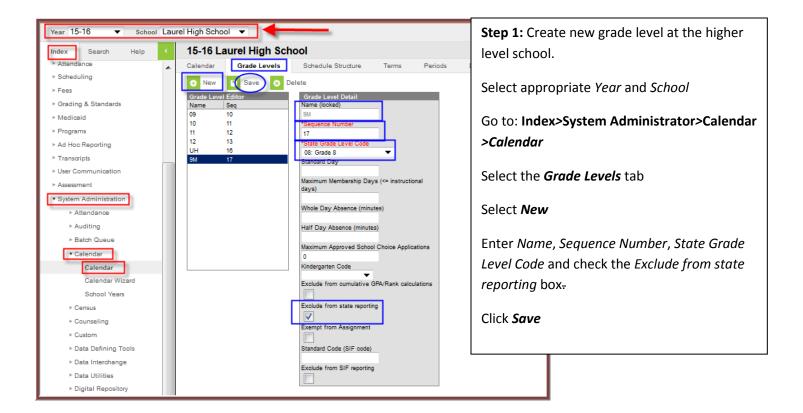
To assist District Edition/MT Edition Value Added users with the enrollment of students between schools (e.g., middle school students taking high school courses), the OPI has developed the following guidance.

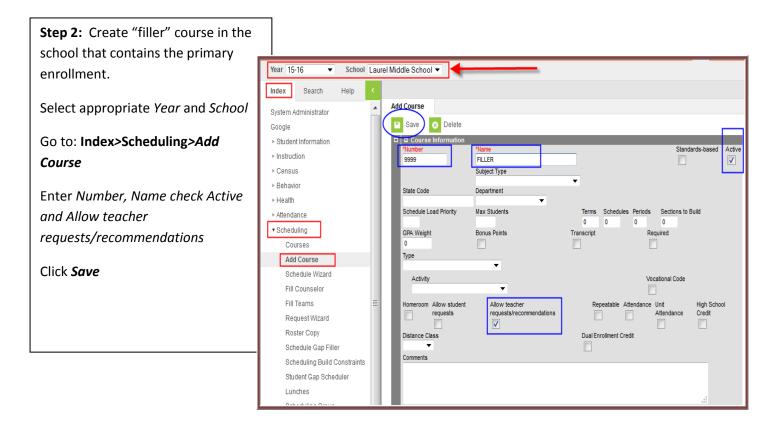
This guidance will allow districts to enroll the students in the higher level school for the purposes of using the grade book and attendance, while preventing duplicate counts in MAEFAIRS, early indication of cohort for students not yet in 9th grade, and inclusion of additional students in class ranks.

Section A: One-Time Set-up.

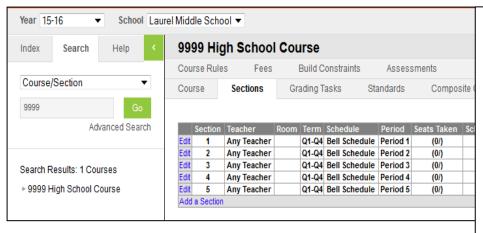
- 1. Create a new grade level at the higher level school (where student will be enrolled as a partial service type "S") that will be:
 - Named so it stands out, e.g. "9M" or "9MS" or "9AP" (This helps prevent confusion and prevents inclusion in the regular class ranks);
 - Sequenced at the highest level (assures that at rollover, students will be properly placed into the next highest grade);
 - ➤ Coded with a *state grade level code*less than grade 09, e.g., "08: Grade 8" (This prevents the cohort indication and inclusion in the 9th grade class ranks); AND
 - Marked "Exclude from state reporting" (prevents syncing at the state level and being counted in MAEFAIRS for all students enrolled in this grade).
 - 2. Create a new course in the school of the student's primary enrollment as a "schedule filler", to assure that the student is counted as a full-time when calculating aggregate hours.
 - 3. Add a section for each period/term so that any student can be scheduled into, or out of, this "filler" course as they would any other course in their primary school. The course may be a full year course or match the configuration of existing courses in the school.











Step 3: Add a section for each period of the day for the "filler" course. This "filler" course must be available in every period/term so that it may be selected for any student's schedule.

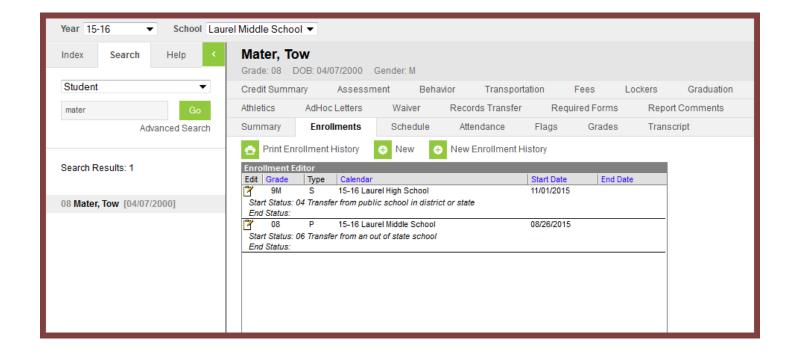
(For further help with Sections, please refer to Campus Community within Infinite Campus or contact the OPI AIM Help Desk)

Section B: Enrolling students in both schools.

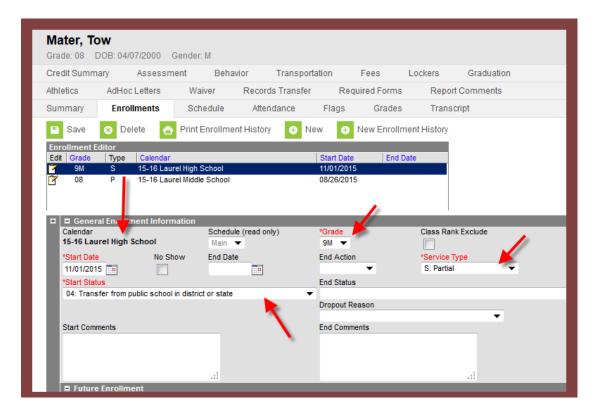
Once you have completed **Section A** (above), you are ready to enroll the student into both schools.

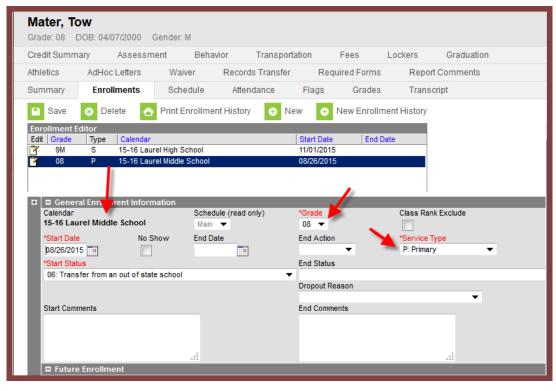
The first screenshot below shows what the two enrollments will look like. Subsequent screenshots show details for each Enrollment.

NOTE: Add the filler course to the student's schedule in the school of primary enrollment to correspond with the courses taken at the higher level school.









For more information, contact the AIM Help Desk at 1-877-464-6681 or opiaimhelp@mt.gov.

